



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

Preston DuFauchard, California Corporations Commissioner

Dale Bonner, Agency Secretary

Release Date: June 25, 2008

CLASSIFICATION: **LEGAL ASSISTANT**
1 Position – Permanent/Full Time

FINAL FILING DATE: **July 16, 2008 or Until Filled**

SALARY: \$3386 - \$4116 per month

POSITION LOCATION: Enforcement Division, 71 Stevenson Street, Suite 2100, San Francisco

DUTIES AND RESPONSIBILITIES –

Under the immediate direction of the Staff Counsel IV, the Legal Assistant performs a wide variety of paralegal duties, such as: assists in the review and organization of legal documents to determine whether they comply with specific requirements set forth in applicable laws subject to the California Corporations Commissioner's jurisdiction; assists in reviewing for completeness information furnished by program staff in matters referred for legal proceedings; performs preliminary analyses of legislative bills; summarizes, organizes and indexes prior opinions, testimony, depositions, documentary material from interrogatories, and abstracts; organizes trial documents and exhibits; researches legislative histories; and performs other related duties.

DESIRABLE QUALIFICATIONS

- ◆ Excellent judgment.
- ◆ Ability to communicate effectively both orally and in writing.
- ◆ Ability to work cooperatively and deal effectively with others.
- ◆ Ability to work independently and with initiative.
- ◆ Dependability and the ability to adjust to shifting priorities and meeting deadlines.
- ◆ Knowledge of legal and court rules and procedures.
- ◆ Familiarity with litigation support activities.
- ◆ Ability to use personal computers, including MS Word and Excel

WHO MAY APPLY – State employees who are currently at the Legal Assistant level, those within transfer range or individuals with list eligibility who are reachable (in the top three ranks) and employees with Surplus or SROA status are encouraged to apply are encouraged to apply. For further technical information regarding the position, please contact Becky Gutierrez at (213) 576-7519. **Please send a completed application to the person and address provided below.** (Please indicate **RPA #07-ENF0017** under the job title).

SUBMIT APPLICATION AND RESUME TO:

Department of Corporations
Attn: Human Resources Office
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 445-6351

RPA #07-ENF0017

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.